

Forms Quick Reference Guide

<http://sites.google.com/a/umn.edu/glearning>

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.

The screenshot shows the Google Forms Form Editor for a form titled "Volunteer Services Survey". Numbered callouts indicate key features: 1 points to the "Add item" button; 2 points to the "Require University of Minnesota sign-in" checkbox; 3 points to the "Theme: Time" dropdown; 4 points to the "Form Editor" label; 5 points to the "More actions" button; and 6 points to the "Form Responses Spreadsheet" button. The form content includes a greeting, a question "I will volunteer time" with radio button options "Yes" and "No", and a URL to view the published form.

Question Types

Text Short Answer text box

Paragraph Text Resizable text box for long answers

Multiple Choice List of choices where respondents can only choose **one**

Checkboxes List of choices where respondents can choose more than one

Choose from a List A dropdown list for selection

Scale A horizontal array of choices. The scale can be customized

Grid Allows you to label a few columns and create as many rows as you like

Add Question/Header/Page Break

1 Click **Add item** and select the question type you wish to add, a section header, or to create a page break. The item will be added to the bottom, and you can drag it to the desired location.

Identify Respondents

2 Check the box(es) to require respondents to sign in before completing the form and/or to collect respondents' user names.

Change the Theme

3 When a new Form is created, the default "theme" is Plain (in name and appearance). Click the **Theme** button to choose from dozens of prebuilt themes.

Edit Confirmation Message

4 Click **More actions** > **Edit confirmation** to change the message that appears on the screen when respondents submit the form.

Edit, Copy, or Delete a Question

5 Hover your mouse over a question to reveal icons allowing you to **Edit**, **Copy**, or **Delete** it.

Reorder Questions

6 New questions are added to the bottom of the form. To rearrange the order of the questions, simply click and drag a question to the desired location.

Important Tip!

Do **not** edit the text or rearrange the columns directly in the Spreadsheet. **Always** perform these actions within the Form.

The screenshot shows the "Form Responses Spreadsheet" for the "Volunteer Services Survey". Numbered callouts indicate: 7 points to the "Form (30)" tab; and 8 points to the "Share" button. The spreadsheet data includes columns for "Timestamp", "Username", "I will volunteer time", "Choose the days of the week you're available", and "Will you".

Food for Thought

Google Forms is a great tool for gathering data. However, if you require a more robust survey tool, you may want to check out UMSurvey, an academic online survey tool centrally managed by the Office of Information Technology. More information on using UMSurvey can be found at <http://oit.umn.edu/umsurvey>

Edit the Form

7 To edit an existing form, you need to enter its spreadsheet to get to the Form Editor. From the spreadsheet, go to **Form** > **Edit form**. This will open up the Form Editor in a separate window/tab.

View Graphical Summary

7 To view a graphical representation of the responses to each question, go to **Form** > **Show Summary of Responses**.

E-mail the Form

7 Go to **Form** > **Send form** to e-mail the form to others. You can manually type in the e-mail addresses or choose a group from your Google Contacts.

Delete the Form

7 Go to **Form** > **Delete form** to delete the form. This will **not** delete the underlying spreadsheet.

Receive Notifications

8 Go to **Share** > **Set Notification Rules**. You can have an e-mail sent to you when certain events occur, including when the form is edited, collaborators are added or removed, or a user submits the form. You can receive the notifications each time an event occurs, or you can receive one e-mail a day with a list of all events that occurred that day.